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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/30/06
Revised

TITLE: **ASSISTANT ENGINEER**
 ASSOCIATE ENGINEER

DEFINITION

Under general supervision, to perform supervisory and/or professional municipal engineering work in the design, investigation and construction of public works improvement projects; and to do related work as required. As incumbents progress through this job series, projects become considerably more technically demanding and may involve direct supervisory responsibilities and duties.

DISTINGUISHING CHARACTERISTICS

Work in this class series ranges from entry level technical work to professional engineering work. The two levels in this class series may be distinguished as follows:

Assistant Engineer - This is the entry level class in the professional engineering series. Incumbents of this class perform the less complex professional engineering work under close supervision. Decides and acts within strict limits of approved plans, programs, budgets, policies, standards, and established procedures. All deviations require prior approval.

Associate Engineer - Positions in this class are normally filled by advancement from the lower class of Assistant Engineer, or when filled from the outside, require prior advanced technical or professional engineering work experience. An Associate Engineer works under general supervision and is expected to complete complex engineering assignments requiring the use of general policies, and determining work assignments. Work in this class is distinguished from that of the Assistant Engineer class by the greater complexity of the assignments received by the greater independence with which an incumbent is expected to operate.

REPORTS TO: Engineering Management staff

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from engineering management staff.

Exercises close to general supervision over Engineering Technicians, Engineering Aides, and administrative support staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assistant Engineer

- Performs studies of technical, environmental, and economic feasibility, engineering field studies, and related studies pertaining to proposed and existing municipal facilities.
- Prepares contracts and specifications for engineering and construction services.
- Plans and performs their own work and completes special projects requiring engineering and technical ability as assigned.
- Provides background information and documentation for management consideration on various projects.
- Makes sound decisions on minor problems related to the work being performed based on established

guidelines and principles and supervisor guidance.

Associate Engineer

In addition to the duties of an Assistant Engineer, typical duties may include, but are not limited to, the following:

- Complete special projects requiring advanced engineering and technical ability.
- Develop and update written directives for the department and for use by other employees to include engineering guidelines, standard material lists, standard specifications, and other technical and administrative policies and procedures as applicable.
- Research activities pertaining to public works materials and engineering practices.
- Prepare economic environmental and technical engineering analyses and project justification reports.
- Develop major engineering projects and other engineering projects with unique problems which have an important effect on major public works projects.
- Provide background information and documentation for management consideration on major projects and technical matters involving advanced engineering theories, concepts and principles.

QUALIFICATIONS

Knowledge of:

- Principles of engineering.
- Modern methods and techniques used in the design and construction of a wide variety of public works projects.
- Modern developments, current literature and sources of information regarding public works engineering.
- Applicable laws of regulatory codes relevant to design and construction of public works projects.
- Principles of supervision, training and performance evaluation.
- Technical report writing.
- Computers and computer programs.

Ability to:

- Make complex engineering computations and to check, design and supervise the construction of a wide variety of municipal facilities.
- Communicate clearly and concisely, orally and in writing.
- Apply technical insight and sound judgment necessary in the solution of difficult and complex problems.
- Complete projects which require moderate to complex research of current and past technical literature and the interpretation and adoption of information in order to fit the kinds of situations encountered.
- Use and apply engineering economic principles.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Assistant Engineer - A Bachelor's degree in civil or mechanical engineering from an accredited college or university, or a Bachelor's degree in a closely related area from an accredited college or university and one year of experience performing professional engineering work. An Engineer-in-Training Certificate is highly desirable.

Associate Engineer - A Bachelor's degree in civil or mechanical engineering or in a closely related area from an accredited college or university and two years of experience in professional engineering work comparable to that of Assistant Engineer in the City of Riverside. When assigned to the Construction Division, requires three years of experience in professional engineering work comparable to that of a resident or construction engineer with bridge or structural engineering experience. A professional Engineer's license is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Engineer

TO: Associate Engineer

TO: Sr. Engineer

